

CHAPTER 7
PERMANENT RECORDS—TRANSFER PROCESS

671—7.1(305) Purpose. The department of cultural affairs administers the state archives of Iowa in order to preserve, protect and make accessible those records of state government that have enduring value.

671—7.2(305) Identification of permanent records. The state records commission shall adopt records series retention and disposition schedules in accordance with 671—Chapter 3 to identify state government records that have enduring value.

671—7.3(305) Form to use. A Transfer of Custody of State Government Records to the State Archives of Iowa form obtained from the state archives and records bureau shall be used to transfer legal and physical custody of a record from an agency to the state archives of Iowa.

671—7.4(305) Agency responsibility.

7.4(1) A record that is scheduled for permanent preservation in the state archives of Iowa shall be transferred to the state archives of Iowa in accordance with established records series retention and disposition schedules. An agency records officer shall review, sign and submit a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form to the state archives and records bureau for approval prior to the physical transfer of records from the agency.

7.4(2) A record scheduled for permanent preservation in an agency shall be retained in the agency in perpetuity.

a. An agency shall maintain a record scheduled for permanent preservation in the agency in a manner that will ensure the continued availability of an accurate, authentic, reliable record in perpetuity.

b. An agency shall make a record scheduled for permanent preservation in the agency available in perpetuity for public inspection and copying in accordance with agency fair information practices rules.

671—7.5(305) State archives and records bureau responsibility.

7.5(1) The department of cultural affairs shall maintain legal and physical custody of all records transferred to the state archives of Iowa in accordance with Iowa Code Supplement section 305.9(1).

7.5(2) The state archives and records bureau shall review and approve a properly completed Transfer of Custody of State Government Records to the State Archives of Iowa form in a timely manner and shall assist an agency in correcting an incomplete or inaccurate Transfer of Custody of State Government Records to the State Archives of Iowa form.

7.5(3) After approving a Transfer of Custody of State Government Records to the State Archives of Iowa form, the state archives and records bureau shall arrange with the agency for the physical transfer of records to the state archives of Iowa.

7.5(4) The state archives and records bureau shall establish and maintain inventory control of records transferred to the state archives of Iowa.

7.5(5) The department of cultural affairs shall provide a secure, environmentally appropriate storage area for all records transferred to its custody.

These rules are intended to implement Iowa Code Supplement chapter 305.

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